

Spelsbury Parish Council

MINUTES 20190702 DRAFT

JULY 2, 2019

7.30 PM

SPELSBURY MEMORIAL HALL

ATTENDEES	Simeon Harvey (Chairman), Graham Beacham, Helen Datson, Cllr Neil Owen (WODC), Cllr Liz Leffman (OCC), PC Rob Webb (TVP) No members of the public Anne Ogilvie (Clerk),
ABSENT	Rick Leyland

The Chairman welcomed everybody to the meeting.

1. To receive apologies for absence

Apologies were received from Rick Leyland.

2. To approve and sign the minutes of the meeting on 13 May 2019

The minutes of the meeting on 13 May 2019 were approved by the Council, and signed by the Chairman.

3. To receive declarations of interest from Members

No declarations of interest were received from Members.

4. Public participation

None

5. Reports from County and District Councillors

WODC Report – Cllr Neil Owen

At the full Council meeting last week, one of the main items discussed was climate change. The Council has declared a Climate and Ecology Emergency, and is determined to be carbon neutral by 2030. A cross party group of councillors will be working on this issue.

OCC Report – Cllr Liz Leffman

The Transformation Programme and Joint Working with Cherwell District Council is moving on with roles being shared and formalized. This is changing the way that OCC operate. The public should see greater efficiencies, and better service provision.

Roads – Cllr Leffman is waiting to be informed regarding road priorities in the area. In Charlbury the change of double yellow lines will be going to consultation in the autumn. It is also intended to create a 20MPH zone in Charlbury.

6. Report from Thames Valley Police (TVP)

PC Rob Webb, from the Chipping Norton Neighbourhood Team gave his report to the Council, as he had been unable to attend the APM in May. He is also the Wildlife Crime Officer for West Oxfordshire.

The police station in Chipping Norton closed in June, and the police staffed transferred to the Chipping Norton Fire Station. There are currently are a team of three staff for the area, PC Webb and two PSCOs. It is intended that there will be two more PCSOs by the end of the year. The Neighbourhood Team working from Witney work with the Chipping Norton team to ensure a minimum staffing level for the area. The response teams for the area operate out of Witney, Banbury and Bicester.

Thames Valley Alert – members of the public can register on TVP website for this service to receive notification regarding different services and areas of interest, www.thamesvalleyalert.co.uk

PC Webb indicated that he would be happy to work with the Council as required. He will come out with a speed indicator to check the speeds of vehicles entering Spelsbury from the Chadlington and Chipping Norton roads, as concern has been raised by residents.

The public can contact the Neighbourhood Team by email:

chippingnortonnht@thamesvalley.pnn.police.uk,

or by reporting an issue using the TVP website, www.thamesvalley.police.uk

7. Receive and comment on Clerk's report to 01 July 2019, appendix A, appended to minutes

The Clerk's report had been circulated to the Council prior to the meeting. There were no comments.

Signed

(Chairman)

Date

Spelsbury Parish Council

8. Matters arising from previous meeting requiring Council resolution

None.

9. Planning

a. **Any planning applications received after agenda issue and before date of meeting** – None

b. **Update of previous planning applications**

18/00633/HHD – Proposed extensions and alterations to garden pavilion (partly retrospective) – Spelsbury House, Church Lane, Spelsbury – approved 13/05/19

19/01249/LBC – Refurbishment of existing rooms on the second floor of the main house – The Mansion, Ditchley Park, Enstone – awaiting decision.

10. Correspondence received – appendix B

a. **Emails received have been forwarded to Councillors**

b. **Email – Tony Merry – Cotswold Conservation Board parish representation** – It was **resolved** to be included on the email circulation list

c. **Email – WODC – Open day at Chipping Norton Leisure Notification** – to be put on website and Facebook

d. **Email – WODC – Planning Training for parishes** – Cllrs Beacham and Harvey to attend.

e. **Email – OCC – Withdrawal of application re Dean Pit**

f. **Notification – OCC – Road closure of road through Taston – 23 Sep to 03 Oct**

g. **Note from resident – verge in back lane in Spelsbury is overgrown** – Cllr Harvey will inform resident that OCC is responsible for this area, and that they currently cut twice a year.

11. Business items

a. **SLCC membership – to agree to partially fund Clerk’s SLCC subscription, appendix C**

It was **resolved** to partially fund the Clerk’s SLCC membership subscription for the year, £34.39

b. **Almshouses grass triangle – to receive report, appendix D, and agree action**

The report “Almshouses Triangle – unknown ownership” (25/06/19) had been circulated to Council prior to the meeting. It was **resolved** to investigate this issue. It was **resolved** to undertake a land registry search.

Action: Clerk to undertake land registry search.

c. **Emergency Plan – to consider creating an Emergency Plan for the Parish**

It was **resolved** to investigate and start the process for creating a Parish Emergency Plan.

Action: Clerk to investigate, obtain information from OCC, and start process for creating a Plan.

d. **VE Celebration and Commemoration May 2020 – to agree Council action**

It was **resolved** to arrange a celebration and commemoration event for VE Day 75 weekend of 08-10 May 2020. This will be joint venture with the Village Hall.

e. **Review of polling districts and places – to agree comment following publication of Action Returning Officer’s Representations**

It was **resolved** to comment that the Council were happy with the review – that the polling place would remain as Spelsbury Memorial Hall.

f. **Notification of RosPA annual playground inspection in July**

The annual playground inspection has been confirmed for July.

g. **Website accessibility – to receive report, appendix E, and agree action required**

The report “Website accessibility” (26/06/19) had been circulated to the Council prior to the meeting. It was **resolved** that Councillor Datson would discuss this with the Council’s website provider and report back to Council at the next meeting.

12. Finance

a. **To approve current expenditure – appendix F**

The following expenditure was approved

TP Jones	payroll April to June	£54.00
SSP Direct	Twenty’s Plenty signage	£129.96
SLCC	part of Clerk’s membership subscription	£34.39
Zurich Municipal	annual Council insurance	£300.81

b. **To approve Council administration costs – appendix G**

The administration costs as per appendix G were approved.

c. **To instruct bank signatories to sign approved cheque payments**

Approved cheque payments were signed.

d. **Update of current status to bank accounts – appendix H**

Current account as of 01 July 2019- £10,841.04

Savings account as of 01 July 2019 - £4,798.96

Signed

(Chairman)

Date

Spelsbury Parish Council

- e. **To approve current year budget update – appendix I**
The budget update, circulated to the Council in a new format prior to the meeting, was approved.
- f. **To approve bank reconciliation – appendix J**
The bank reconciliation to May 2019, circulated to the Council prior to the meeting, was approved. The June bank statement has not been received.
- g. **To approve finance update – appendix K**
Finance update, circulated to the Council prior to the meeting, was approved.
- h. **To note receipt of 2018/19 AGAR documents by Moore-Stephens**
Moore-Stephens have acknowledged receipt of the AGAR Part 2 exemption certificate.

13. Items for information only

- a. **Dogs in the playground** – It was reported that dogs have been taken into the playground. A note will be put in the next Parish Magazine to remind people that dogs are not allowed in the playground.
- b. **New councilors** - Councillors were asked to bring suggestions to the next meeting regarding co-opting two more councilors.
- c. **Budget** – Councillors were reminded that the budget process for year 2020-21 would be starting in September.

The meeting was closed at 9.15 pm

Signed

(Chairman)

Date